

New York State Office of General Services  
NYS Procurement  
Corning Tower Building  
Empire State Plaza  
Albany, New York 12242  
<http://www.ogs.ny.gov>

## **PURCHASING MEMORANDUM**

### **GENERAL INFORMATION BULLETIN**

**NUMBER:** CL-786

**DATE:** January 14, 2014

**GROUPS:** 05900 – NATURAL GAS

**PLEASE ADDRESS INQUIRIES TO:**

Customer Services  
(518) 474-6717  
[customer.services@ogs.ny.gov](mailto:customer.services@ogs.ny.gov)

**SUBJECT: 2014 WEB BASED FILED REQUIREMENT**

**TO ALL STATE AGENCIES AND OTHERS AUTHORIZED TO USE STATE CONTRACTS:**

The period for filing requirements for the Natural Gas Contract is now open. The contract period is from November 1, 2014 to October 31, 2016. We will be using a web based system to collect filed requirements.

If you plan on using the OGS contract for natural gas, please visit the OGS website at <https://online.ogs.ny.gov/psgfiledrequirements/default.aspx> to file. You will need your user name and password to enter the system. If you have forgotten your user name/password you will need to create a new filing account. If you are a new user, you will need your OGS customer number in order to register. If you do not know your OGS customer number, please contact OGS Customer Services at (518) 474-6717 or [customer.services@ogs.ny.gov](mailto:customer.services@ogs.ny.gov)

**BE SURE TO PRINT YOUR CONFIRMATION PAGE FOR YOUR RECORDS**